



**CITY OF CHICOPEE
WATER DEPARTMENT**

115 Baskin Drive - Chicopee, MA 01020
413 / 594-3420 • Fax 413 / 594-3461

REQUEST FOR PAYMENT OF CLAIM SUPPORTING INFORMATION

Please Note that documentation (photographs and receipts etc.) must be included with this before any consideration will be given a claim request. All claims must be reviewed by the Board of Water Commissioners and will be considered at the next regularly scheduled meeting of the commission.

DATE: _____

NAME: _____

ADDRESS: _____

PHONE# _____

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1. HOW in your opinion, was the city negligent in regards to the incident or issue involved in your claim?

 2. HOW was the City aware of the condition(s) or situation(s) that, in your opinion, contributed to or caused the damage involved?

3. WHEN, to your knowledge, did the city become aware of the condition(s) or situation(s) that, in your opinion, contributed to or caused the damage involved?

4. WHEN, specifically did the incident that you were involved in occur?

DAY: _____

DATE: _____

TIME: _____

5. WHERE, specifically did the incident that you were involved in occur? (Please describe the exact location. Please photograph if possible.)

6. WHY, in your opinion, was the city negligent in this matter?

7. WHAT, could the city have done, under the circumstances involved, to prevent this situation?

8. WHEN should the city have taken action noted in your answer to Question #7?

9. WHY should the city have known that such action (as described in your answer to Question#7) should have been taken? (E.g. How would the city know about this matter, was the situation previously reported, etc.)

10. WHAT SPECIFICALLY IS YOUR CLAIM FOR?

- A. Property Damage_____
- B. Personal Injury_____
- C. Other_____

11. WHAT is the amount involved in your claim? _____

12. Why, in your opinion, is the amount that you are requesting the correct cost of your loss? (e.g. Cost for new tire and previous tire was two (2) days old, ½ cost of replacement needed as involved item was X years old.)

13. ANY additional comments to support your claim?